

<p align="center">1 PURPOSE AND SCOPE</p>	<p align="center">Page 1 of 1</p>
<p align="center">DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL</p>	<p align="center">Issue No: 2</p>
	<p align="center">Effective Date: 15-October-2004</p>
<p>1 PURPOSE AND SCOPE</p> <p>1.1 This document sets forth the standard day-to-day operating policies and procedures for the Virginia Division of Forensic Science (DFS) Forensic Biology Section's DNA Data Bank.</p> <p>1.2 The purpose of the Virginia Division of Forensic Science DNA Data Bank is twofold:</p> <p>1.2.1 To provide a repository (Data Bank) for blood, saliva or other known samples from convicted felony offenders and arrestees in accordance with the Code of Virginia §§16.1-299.1 (juveniles) and 19.2-310.2 et seq. (convicted offenders and arrestees) [refer to Appendix A].</p> <p>1.2.2 To analyze samples in the repository to develop a DNA profile for entry into the Virginia DNA Data Bank. The computer program used to store the DNA profiles is known as the Combined DNA Index System (CODIS). Subsequently, the DNA profiles from the convicted offenders stored in CODIS are uploaded to the national DNA database operated by the FBI.</p> <p>1.3 The information contained in both the Virginia DNA Data Bank tracking computer and the CODIS databases is used by the Virginia Division of Forensic Science DNA examiners to provide information to federal, state, and local law enforcement officers that may be useful in the investigation of any criminal offense.</p> <p>1.3.1 Refer to the Code of Virginia §19.2-310.5 (Appendix A) for specific requirements for the release of information.</p> <p>1.3.2 Refer to the Code of Virginia §19.2-310.6 (Appendix A) for penalties for unauthorized use of the DNA Data Bank.</p> <p>13.3 Refer to the Code of Virginia §19.2-310.2:1 (arrestees) [Appendix A] for specific instructions for sample destruction and associated records.</p> <p>13.4 Refer to the Code of Virginia §19.2-310.7 (convicted offenders) [Appendix A] for specific requirements for expungement of information and sample destruction.</p> <p align="right">◆END</p>	